

San Diego Regional Building Authority

Request for Proposals

Amended August 25th, 2008

2nd Amendment October 14th, 2008

**Provide Property Management Services
for the James R. Mills Building and Auto Park**

The First amendment to the RFP is a modification to pages 2 and 4 of the proposal as indicated by strikeout and red typeset.

The Second amendment to the RFP is a modification to page 2 of the proposal as indicated by strikeout and blue typeset.

October 14, 2008

Dear Prospective Proposer:

Subject: REQUEST FOR PROPOSALS (RFP) FOR THE PROPERTY MANAGEMENT OF THE JAMES R. MILLS BUILDING AND AUTOPARK

The San Diego Regional Building Authority (JPA) is interested in receiving proposals from qualified property management firms for the management of the James R. Mills Building and Auto Park. The Regional Building Authority is a Joint Powers Agency created by San Diego County and the San Diego Metropolitan Transit System for the development and ownership of various public projects. The James R. Mills Building is a 200,000-square-foot office building occupied by the County of San Diego ("County") and the San Diego Metropolitan Transit System ("MTS"). Additionally, the ground floor is subleased by MTS to three private retail tenants. The facility also includes a 1,000-space parking garage. While primarily utilized by the building tenants on a monthly parking basis, the garage also is available for other off site, monthly and daily users, and is available for general public use, particularly as overflow parking for Petco Park, the convention center and other downtown activities. The Autopark (the 1,000-space parking garage) is managed by Ace Parking.

This letter, together with its enclosure, comprises the formal Request for Proposals (RFP) for the specified services. Responses to this RFP should be submitted in accordance with the instructions stated herein.

The estimated calendar of events is set leading to the final approval of a property management agreement by no later than November 2008. The schedule of events leading from issuance of the RFP to award of the contract is as follows:

<u>Date</u>	<u>Action</u>
August 6, 2008	Issue RFP
August 22, 2008	Preproposal Meeting/Building walk through
September 15, 2008 September 19, 2008	Proposals accepted
September 22 – September 27, 2008 October 17	Proposal evaluations/negotiations
Week of September 30, 2008 October 20 th , 2008	Interviews
Week of October 6, 2008 November 3, 2008	Best and Final Offers
November 6, 2008 Week of November 17th 2008	Award of contract
January 1, 2009	Management services commence

The proposal should be brief and to the point.

POINT OF CONTACT

San Diego Regional Building Authority
Attention: ~~Cyril Flavin~~ Fred Watz
Department of General Service
5555 Overland Avenue Ste 2900
San Diego CA 92123 Telephone: (858) 694-2304-2309

Proposers are directed not to contact other staff members, officers and employees of the County, MTS and/or the Board of Directors of the JPA, in connection with this RFP(unless specifically requested to make presentations by the point of contact or the JPA Board of Directors) prior to announcement of the award. Noncompliance with this requirement may result in your firm's proposal being considered disqualified.

SCOPE OF WORK

The purpose of this RFP is to obtain proposals for the property management of the James R. Mills Building and Auto Park (also known as the MTS Building). Services shall include the operation, maintenance, management, and repair of the project and improvements in a first-class, high-quality manner in keeping with the standards maintained by other first-class, high-quality properties of similar kind and location.

The property manager shall serve as an independent contractor to the Joint Powers Agency. The property manager shall develop a budget subject to the approval of the Joint Powers Agency for each fiscal year. All aspects of the anticipated expenses to be incurred in the operation, ownership, and management of the property improvements including capital expenditures and heavy maintenance shall be set forth in the budget. No expenses may be incurred except as provided in the budget or otherwise specially approved by the Joint Powers Agency. The current year's budget and a copy of the June 2008 Cash Flow Statement are provided as Attachment A to the Proposal Instructions and Conditions which can also be accessed electronically at http://www.sdcounty.ca.gov/general_services/Real_Estate.html. The property manager shall provide a building manager and a building engineer as direct employees of the property manager. The duties and responsibilities of the current personnel in those positions are set forth in Attachment B to the attached Proposal Instructions and Conditions. The property manager also currently oversees various contractors including on-site security and a direct contract between the property management firm and the parking management operator for the approximate 1,000 space parking structure on site.

TERMS AND CONDITIONS

The JPA is interested in entering into a five-year agreement for property management, along with two, five-year options, exercisable at the sole discretion of the JPA. (This agreement is subject to compliance with federal tax guidelines which arise in connection with the provisions of management contracts at bond-financed properties, including IRS revenue procedure 97-13.

It is expected that a fixed monthly fee for property management will be agreed upon. Such fee may be divided between a building management fee component and an Auto park's management fee component. The JPA desires that there be a single management firm responsible for the entire project; however, the day-to-day management of the Auto Park may be subcontracted under the direct control of the property manager. The Joint Powers Agency is desirous of possible retention of some of the existing site staff (integrating the Building Engineer into the property manager's staff, retaining contracted security and parking staff unless successful Proposer recommends otherwise due to market or other existing conditions.) These staff have had a long relationship with the project and the project tenants. Proposers should address their ability to retain some of the existing staff subject to reasonable and customary conditions for removal for cause.

PROPOSAL EVALUATION FACTORS

Any agreement resulting from this RFP will be awarded to the firm whose proposal is most beneficial to the JPA. Proposers should specifically address the evaluation factors listed below. Factors to be used to evaluate the proposals include, but are not limited to, the following:

1. Demonstrated ability to successfully manage comparable facilities. Proposers must identify properties comparable to the James R. Mills Building and Auto Park that they are managing. The scope of property management services and staff provided is to be described. Management plans, financial reports prepared by the proposer in support of property management activities, etc. should be included. The name, address, and phone number for the property owners must be provided.
2. Qualifications of the firm and the assigned personnel. Proposers must identify the personnel to be assigned to the management and oversight of the James R. Mills Building property. An organization chart depicting reporting relationships should be included. Resumes for all professional personnel are required. Please specify whether those managing the project hold professional designations such as a CPM, RPA, or other comparable designation. Professional staff charged with overall responsibility for property management of the facility should have a minimum of ten years experience in this capacity.
3. Costs of the proposed services.
4. Proposers should include a brief management plan for the property. Such plan should include:
 - a. discussion of proposed methods/reports for periodic facilities inspection and repair of minor structural and cosmetic components;
 - b. life cycle reporting and analysis for repair and replacement of major building components including frequency of inspection and reporting;
 - c. methods for cash management, rent collection, and fiscal report preparation;
 - d. emergency repair response plan; and plan for handling building occupant service requests. This should include method of logging requests, description of method for screening, and estimating costs and the estimated maximum response time, etc.
5. Willingness of proposer to consent to the terms and conditions set forth in the Request for Proposals, the Real Property Management Agreement and attachments hereto.

PROPOSAL ACCEPTANCE PERIOD

Three (3) copies of each proposal should be submitted to the JPA. All proposals should be delivered to: San Diego Regional Building Authority, C/O County of San Diego, Real Estate Services, 5555 Overland Avenue, Suite 2110, Building 2, Room 110, M.S. 0-200, San Diego, Ca. 92123-1294. ATTN: ~~Cyril Flavin~~ **Fred Watz**. Clearly specify on the proposal "James R. Mills Building Management Proposal."

All proposals are due by 5 P.M on September 19th, 2008.

Enclosure: Proposal Instructions and Conditions